

ASSISTANT PARKS & RECREATION DIRECTOR (1062)

EEO CATEGORY: Officials/Administrators

EXEMPT STATUS: Exempt

CIVIL SERVICE CATEGORY: Asst. Directors/Exec. Secretaries (2E)

SALARY RANGE: \$66,420 - \$95,640

JOB SUMMARY:

Under general administrative direction, is responsible for assisting the Director in planning, directing, and overseeing the activities and operations of the Parks & Recreation Department, including the management of Leisure & Cultural, Horticulture & Environment, Capital Planning, Research, Intergovernmental Relations, Parks & Maintenance Operations, Golf Course Maintenance, and Parks Security Divisions. Coordinates assigned activities with other City departments and outside agencies, and provides highly responsible and complex administrative support to the City Manager's Office. Exercises direct supervision over management, professional, technical, and clerical staff.

ESSENTIAL JOB FUNCTIONS:

1. Assists in assuming full management responsibility for all department services and activities, including administering leisure and cultural, horticulture and environment, capital planning, intergovernmental relations, parks, river maintenance, golf course and cemetery maintenance operations and park safety; and recommends and administers policies and procedures.
2. Assists in managing the development and implementation of department goals, objectives, policies, and priorities for each assigned service area; establishes, within City policy, appropriate service and staffing levels; and allocates resources accordingly.
3. Assists in monitoring and evaluating the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; and identifies opportunities for improvement, and assists in directing the implementation of changes.
4. Assists in acting as official departmental representative to other City departments, City Manager's Office, elected officials and outside agencies; explains, justifies, and defends department programs, policies, and activities; and negotiates and resolves sensitive, significant, and controversial issues.
5. Assists in selecting, motivating, and evaluating department staff; provides or coordinates training and works with employees to correct deficiencies; and assists in implementing and administering disciplinary and termination procedures.
6. Assists in planning, directing, and coordinating, through subordinate-level staff, the department work plan; meets with management staff to identify and resolve problems; assigns projects and programmatic areas of responsibility; and reviews and evaluates work methods and procedures.
7. Assists in managing and participating in the development and administration of the department budget; estimates funds needed for staffing, equipment, materials, and supplies; and assists in directing the monitoring and approval of expenditures; and directing the preparation and implementation of budgetary adjustments as necessary.
8. Assists in coordinating departmental activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager, Assistant City Managers, and City Council; and assists in preparing and presenting staff reports and other necessary communications.
9. Assists in providing staff support to a variety of boards and commissions; attends and participates in professional group meetings; and stays abreast of new trends and innovations regarding the fields of park maintenance and recreation services.
10. Assists in responding to and resolving sensitive inquiries and complaints from both internal and external sources.
11. Assists in reviewing and signing all higher-level department communication, including ordinances and contracts.
12. Attends City Council meetings and takes necessary action regarding Council agenda items.

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13. Oversees and monitors the Parks and Recreation Department safety program; develops safety policies and procedures; and ensures that department staff adheres to safety standards and policies.
14. Performs related duties and fulfills responsibilities as required.

EDUCATION AND EXPERIENCE:

1. Bachelor's Degree from an accredited college or university with major coursework in Recreation Administration, Business Administration, or a related field
2. Eight (8) years of increasingly responsible professional experience in providing park and recreation services, including five (5) years of administrative or supervisory responsibility.
3. **Or** Equivalent combination of education and experience.

LICENSES OR CERTIFICATES:

1. Valid Class "C" Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

1. Knowledge of operational characteristics, services, and activities of parks maintenance and recreation programs.
2. Knowledge of organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
3. Knowledge of advanced principles and practices of municipal budget preparation and administration.
4. Knowledge of principles of supervision, training, and performance evaluation.
5. Knowledge of organization, function, and authority of various City departments.
6. Knowledge of pertinent Federal, State, and local laws, ordinances, statutes, and regulations.
7. Knowledge of parks and leisure services and their effect on the overall quality of life in the City.
8. Knowledge of methods, materials, techniques, and equipment used in Parks and Recreation Department operations and activities.
9. Knowledge of recent developments, current literature and sources of information regarding parks and recreation services.
10. Skill in operating a personal computer and utilizing rudimentary software.
11. Ability to develop, implement, and administer goals, objectives, and procedures for providing effective and efficient services for the City.
12. Ability to analyze problems, provide alternatives, identify solutions in support of established goals, project consequences of proposed actions, and implement recommendations.
13. Ability to identify and respond to community and City Council issues, concerns and needs.
14. Ability to prepare and administer a complex departmental budget, and allocate limited resources in a cost-effective manner.
15. Ability to research, analyze, and evaluate new service delivery methods, procedures, and techniques.
16. Ability to provide administrative and professional leadership and direction to subordinate staff.
17. Ability to communicate clearly and effectively, both verbally and in writing.
18. Ability to prepare and present clear and concise administrative and financial reports.
19. Ability to establish and maintain effective working relationships with City staff and officials, other government officials, community groups, the general public, and media representatives.

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PHYSICAL DEMANDS AND WORKING CONDITIONS:

Physical requirements include visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate computer keyboard and basic office equipment. Subject to sitting and standing to perform the essential functions. Working conditions are in an office environment.

This class specification is not an employment agreement or contract. Management has the exclusive right to alter this class specification at any time without notice.

REVISED: August 1998